MASS GIS Data Viewer

Viewer Basics: User Guide

The Interface   *Exercise #1*


In this Exercise:
- Viewer Windows
- Viewer Bars
- Unique Viewer Buttons
- Using the "Z" Button
- Using other Extent Tools and Buttons

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1. Recognizing the Data Viewer Windows

Document windows are the ArcView windows within which you perform your work.

a) When the **DataViewer** is opened, it has two major window types. One is the **Project Window**. The Project Window is recognized by the title in its upper block area. Project Windows always have ".**apr**". The Project Window must always remain active on the desktop or you will not be able to use the Data Viewer. You may minimize the Project Window, but do not close it unless you want to end the session.

Project Window "\.apr" →
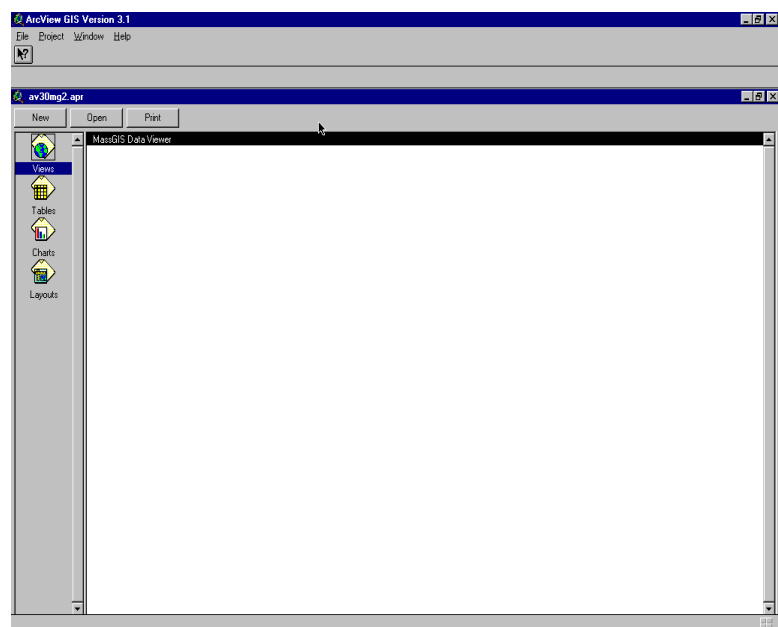
b) The second type of Window is the **View Window**. This is where most of your activity takes place and where you will add the layers (themes)


View Window
Name
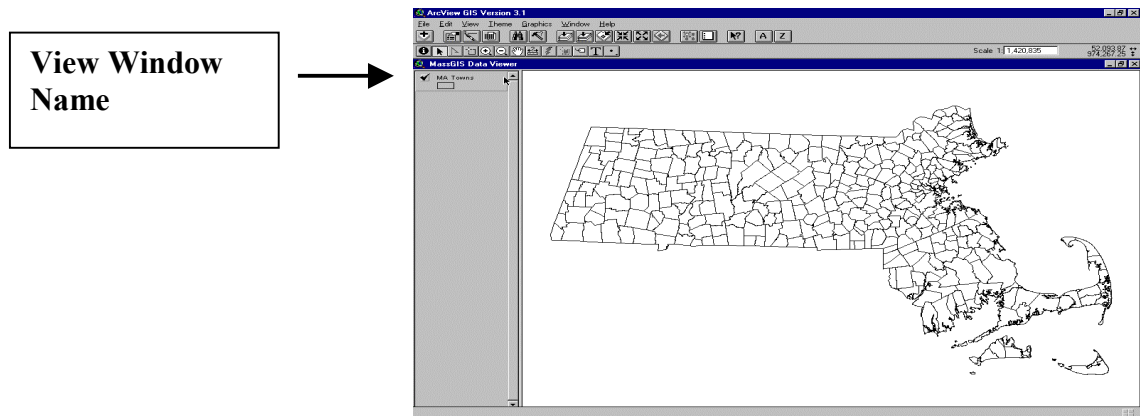
2. Locating the Data Viewer Bars

a) There are four bars at the top of the computer screen. The first bar is **the Menu Bar**. It contains the text descriptions of various actions you can take as you use the Viewer. It provides access to ArcView operations in a pull-down menu.

b) The second bar is referred to as the **Button Bar**. It provides quick access to commonly used operations. The same operations are available through the Menu Bar.

c) The third bar is the **Tool Bar**. The Tool Bar accesses operations that are performed with the screen cursor. Each tool in the bar defines a unique action for the cursor to perform within the view window.

d) A fourth bar is the **Status Bar**. (This bar or yellow box only appears if the pointer is placed on either the button or the tool and the mouse click is held down. A yellow box with the name of the button or tool will appear.) The status bar displays a one-line description of a menu choice, button or tool as the cursor is moved over it (without selecting it). This is very useful as a feature for determining the function or purpose of the various menus, button and tool options.

e) The bars together are called the **GUI** (Graphic User Interface)

Menu Bar

GUI

Button
Bar

Tool Bar

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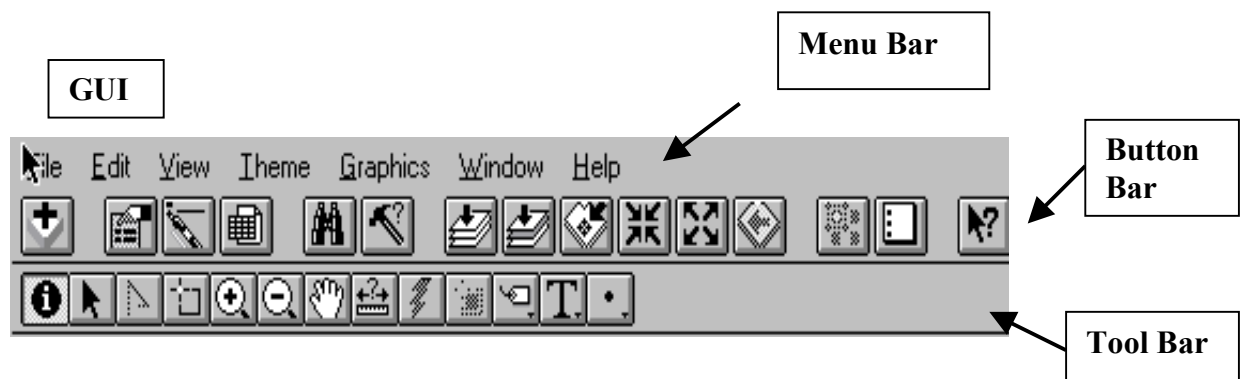
Note: The four GUI bars are context sensitive and reflect the options relevant to the active document window in which you are working at any given time. The active document window is indicated by a highlighting of the window's top title bar. (When active, the title bar is a bright blue color. When inactive it is dimmed to a gray color)   In the figure provided, the window entitled "**Mass Data Viewer**" is active, and therefore, the menus, buttons and tools showing are those pertinent to this view document

Active

Inactive
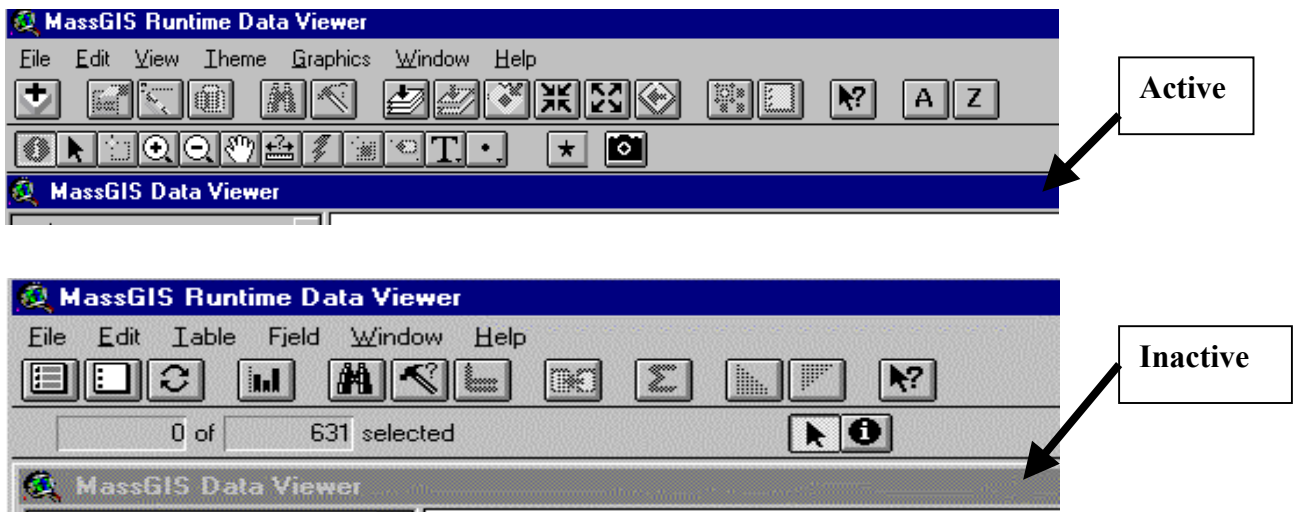
## 3. Data Viewer Navigation Buttons – Extent Button

a) There are two buttons that are unique to the MassGIS DataViewer and are probably the most used. The first is the "**Z**" button. This button enables you to zoom to a specific geographic area within the state of Massachusetts. We can also say it provides a specific area of view that will appear in your View Window.

b) Go to the "**Z**" button in the Button Bar and click it once.
c) The "**Level 1 Extent Categories**" window appears.
d) Scroll down to "**MATowns**" and select it by double clicking, or click once on **OK**.

e) In the "**Level 2 Extent Categories**", select your community's name and click **OK.**
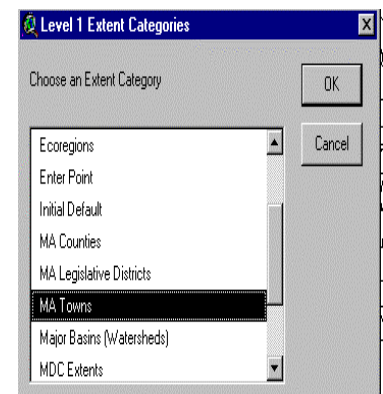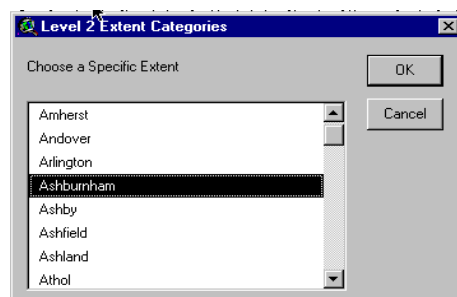
Note: The area shown in the **DataViewer** window changes to a close-up view of your community and it's neighboring communities. This button enables us to select the "extent" of Massachusetts we want to see in our view. There are many types of extents. We can zoom to watersheds, counties, states, etc. (Ashburnham is shown below)

Ashburnham
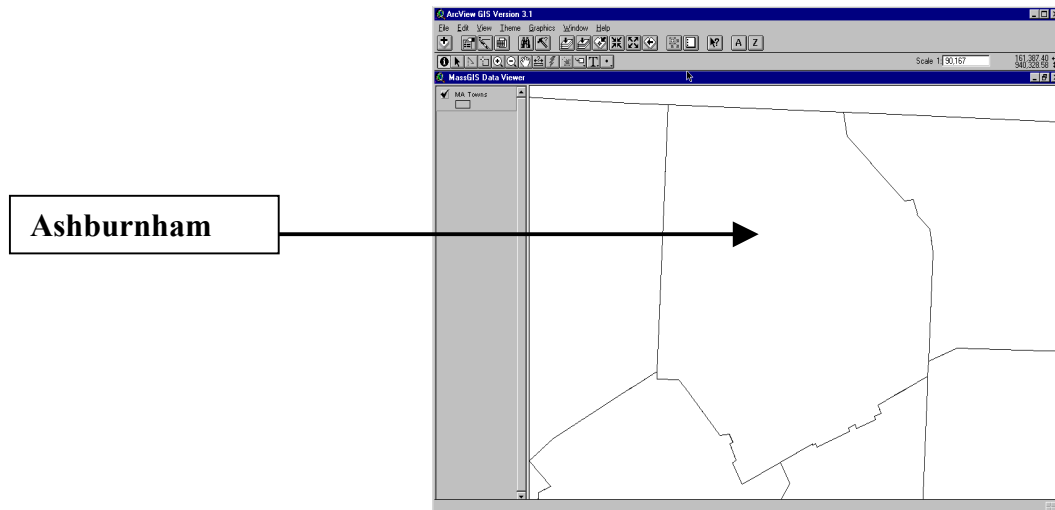
4. Using other Navigation Tools and Buttons in the GUI:
- **Tools (Zoom In, Zoom Out)**
- **Buttons (Zoom to Full Extent, Zoom to Active, Zoom to Selected, Zoom In, Zoom Out, Zoom to Previous Extent)**

a) The **Zoom Tools** enable you to zoom in or zoom out of your View. Return your View to Massachusetts and not your community. Hint: Use the Zoom Full Extent button .
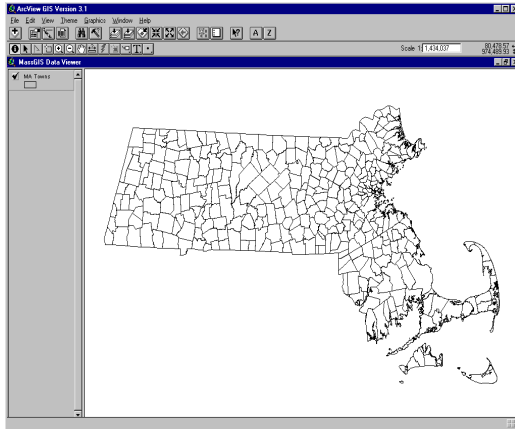

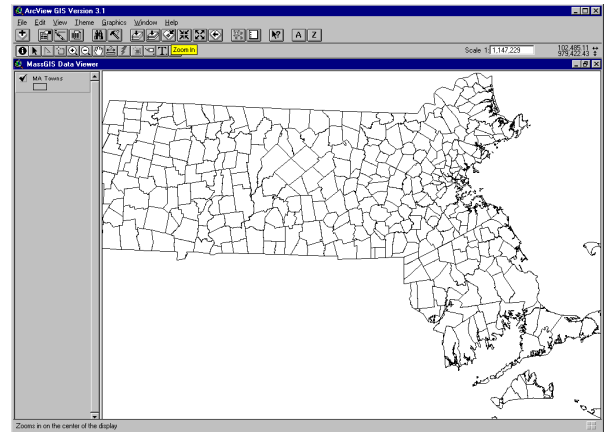b) Go to the **Tool Bar** and click on the "**Zoom In**" tool.

Now move the cursor into your view, and notice how the cursor has changed its shape from pointer to magnifying glass. Find an interesting section of the state.

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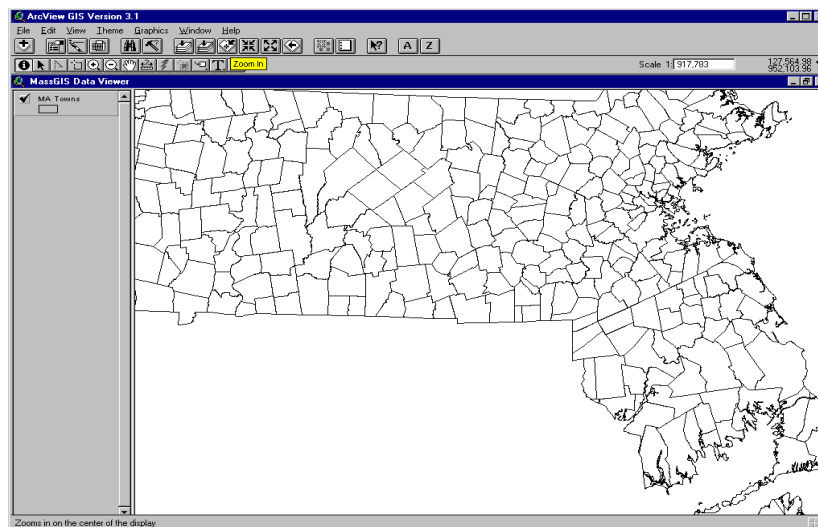McAuliffe Fellow

Holding down the left mouse key, drag a box around the area you want to see enlarged. When you release the mouse button, you will zoom into the area within the box.   You can continue to enlarge features by using this method.
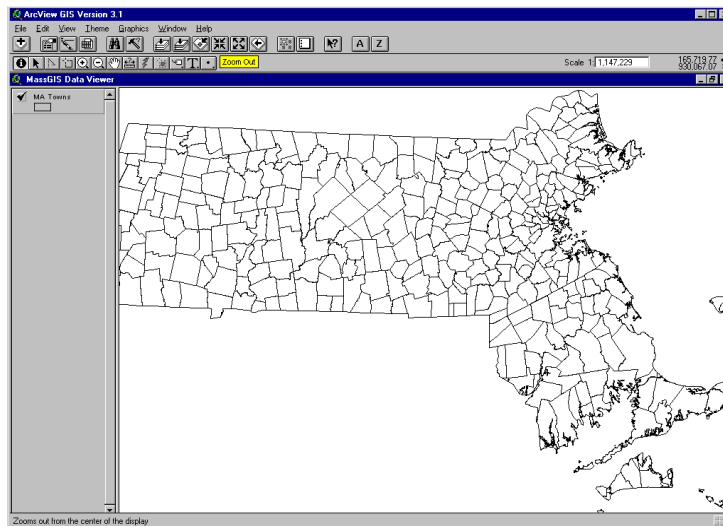

Current View

Zoom Tool enlarges selected area

c) Go to the **Tool Bar** and select the "**Zoom Out**" tool. Each time you click the view, it becomes smaller showing a greater number of communities around yours.
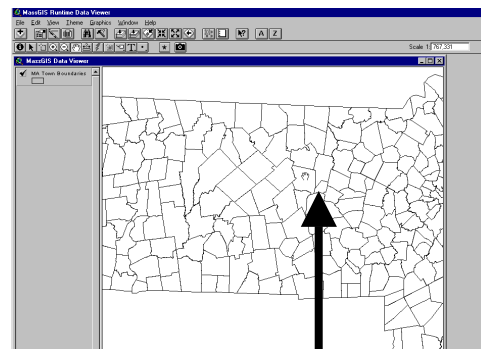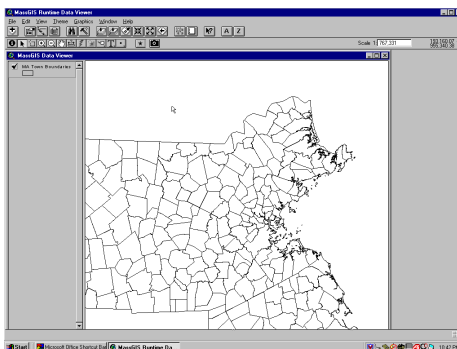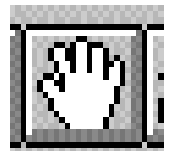
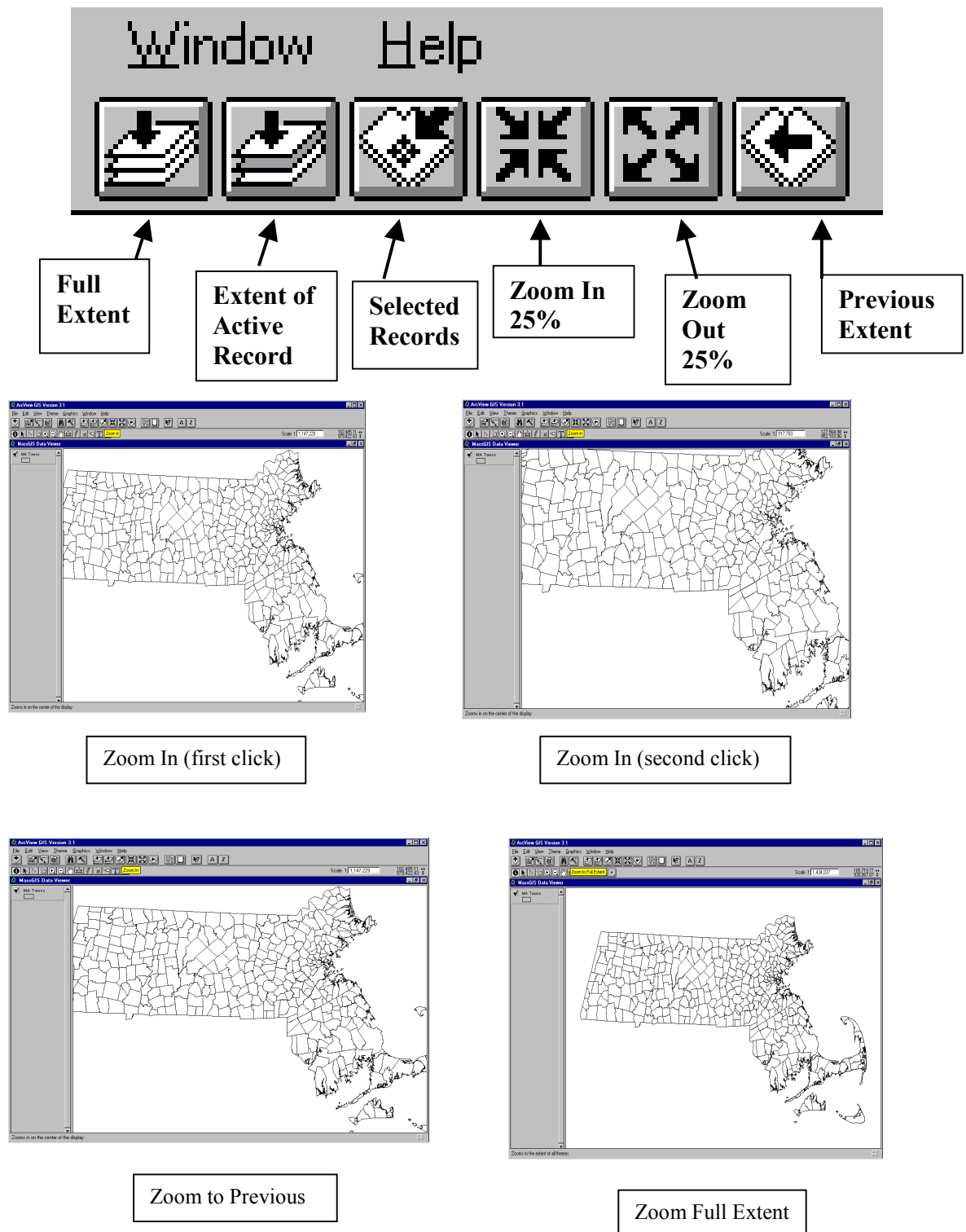Shirley L. Griffin, Ed.D.
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d) Another useful tool is the **Pan tool**. Click the Pan tool with the mouse, and the pointer changes to a hand. Place the hand over the View and you can drag the view left, right, up, down. This technique enables you to move a desired image in the center of your View.

Pan Tool was dragged to the right

d) In the **Button Bar** there are six buttons that you can use. Once clicked, their actions occur automatically. You do not have to move the cursor in your view. The "**Zoom to Full Extent**" returns you to the full state. The "**Zoom to Active Theme(s)**" will bring you to the full extent of the active theme. (We will discuss active themes later.) The "**Zoom to Selected**" will bring you to whatever records were selected in a theme's table (also discussed later). The "**Zoom In**" and "**Zoom Out**" are similar to the Zoom Tools, but they move in 25% increments on

the center of your View. The final Zoom Button "**Zoom to Previous Extent**" returns you to the previous extent (area seen) in your window.

| Full Extent | Extent of Active Record | Selected Records | Zoom In 25% | Zoom Out 25% | Previous Extent |

Zoom In (first click)

Zoom In (second click)

Zoom to Previous

Zoom Full Extent

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Activity #1 – Finding Your Community and Using the GUI

Follow the steps above, but use your community. Be sure you use the "**Z**" button and try several extents. Also practice using all of the **Zoom Tools (2),** and **the Zoom Buttons (6)**. Some of the Zoom Buttons may not work yet because nothing is selected or you only have one theme in your **Table of Contents** that is activated.   Try as many as you can.